



FIRE INSPECTOR

Position Summary:

Performs fire prevention, fire investigation, and public relations duties on an assigned basis. Inspects commercial, public and multi-family residential occupancies in an assigned area to promote fire and life safety and to enforce applicable local, state and federal rules, codes and ordinances. Conducts fire safety presentations. Investigates all fires that produce property loss, injury or death, or as assigned. Must maintain telephone contact.

Scope of Responsibility:

Conducts inspections on a timely basis as defined in the fire code. Conducts fire investigations and public education presentations on an assigned basis.

Principal Duties/Responsibilities:

1. Inspects public, commercial, industrial and residential buildings to detect fire hazards and enforce local ordinances and state laws.
2. Examines interiors and exteriors of buildings to detect hazardous conditions or violations of fire ordinances and laws.
3. Prepares reports of violations or unsafe conditions.
4. Discusses conditions with owner or manager and recommends safe methods of storing flammable or other hazardous materials.
5. Informs owners or managers of conditions requiring corrections.
6. Issues summons for fire hazards not corrected or subsequent inspections and enforces code when owner refuses to cooperate.
7. Keeps file of inspection records.
8. Investigates fire as to cause, making required and special reports on property losses; investigates and assists in prosecution of arsonists. Investigates all fires with structural damage, injuries/death, or as assigned.
9. Conducts fire prevention classes.
10. Teaches fire prevention classes to the various ages of children, adults, and senior citizens. Assists individual groups and organizations in establishing fire safety programs.
11. Conducts certificates of occupancy inspections with members of the Building Department.
12. Works off-duty hours to ensure full compliance with local laws and ordinances that can not be performed during normal business hours. These off-duty hours are on a rotating basis and usually have a positive outcome.

13. Handles arson cases from investigation stage through judicial process.
14. Inspects fire suppression systems, fire alarm systems, fire sprinkler systems, and similar devices.
15. Participates in all phases of E.O.C.
16. Performs video and photography duties as assigned.
17. Assists with special programs such as Child Safety Seat, smoke detectors, and other safety issues.
18. Perform other duties as assigned.

POSITION SPECIFICATIONS

Education, Experience & Certifications

1. Minimum High school diploma
2. Minimum of 1 year experience working directly with the public.
3. Must possess a valid Texas Driver License with a good driving record.
4. Must achieve Fire Inspector's Certification, and Fire and Arson Investigation Certification within one year of date of employment.
5. Preferred Texas Commission on Fire Protection Basic Fire Inspector certification
6. Preferred Texas Commission on Fire Protection Basic Fire Investigator
7. Preferred Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) Basic Peace Officer certification

Knowledge, Skills, & Abilities:

1. Must have Computer knowledge.
2. Must have the ability to prepare detail reports; communicate orally and in writing.
3. Preferred knowledge of fire prevention codes.
4. Preferred knowledge of Fire Investigations.
5. Preferred knowledge of interview and interrogation techniques.
6. Preferred knowledge of criminal investigation and prosecution.
7. Preferred knowledge of Fire Science.
8. Preferred knowledge of experience with public speaking.
9. Preferred knowledge of Evidence process and chain of custody standards.

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